

MARYLAND DEPARTMENT OF THE ENVIRONMENT
Land Management Administration • Technical Services & Operations Program
1800 Washington Blvd. • Suite 610 • Baltimore, Maryland 21230-1719
410-537-3314 • 800-633-6101 x3314 • www.mde.state.md.us

Annual All State Agencies Recycle (All StAR) Recycling Reporting Form
JANUARY 1 – DECEMBER 31, 2009

Office/Facility Name: _____

Office/Facility #: _____ Date: _____
(4 digit # in upper right of mailing label)

Address of Office/Facility: _____

(STREET)

(CITY, STATE, ZIP CODE)

(COUNTY)

Total number of Buildings at the Office/Facility: _____

Office/Facility Recycling Coordinator: _____

Recycling Coordinator Address: _____
(if different from facility address)

Job Title: _____ Phone #: _____

E-mail: _____ Fax #: _____

IMPORTANT: This survey is **ONLY** for **STATE AGENCY OFFICES/FACILITIES**. In instances where a State Agency is only 1 office of many non-State agency offices/businesses located in a single building, every attempt should be made to report **ONLY** State Agency totals.

Thank you very much for your cooperation! Completed All StAR reports **should be returned to your agency Recycling Coordinator** by **February 19, 2010** (see address below). Agency Recycling Coordinators need to return the completed surveys to MDE by **February 26, 2010**:

For questions contact Christy Bujnovszky at 410-537-3314, (fax) 410-537-3321, or cbujnovszky@mde.state.md.us.

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Contractor/Hauler/Market Information

This is very important! These are the entities that remove the recycling and waste materials from the office/facility – not who collects the material throughout the office/facility such as housekeeping or custodial staff.

Solid Waste (*i.e.*, trash) Contractor/Hauler: _____

Recycling Contractor/Market[▲]: _____

- ▲ If more than 1 recycling contractor/market was utilized, list the contractor/market that was used to recycle the majority of the materials reported for the State office/facility. Other recycling contractor/market information should be reported in the MRA Materials Table, below.

Office/Facility Occupants

Include **ONLY** those occupants whose recycling and waste amounts are included in the totals being reported in this report. See “**IMPORTANT**” note on Page 1.

Example 1:

- ▶ If your State office/facility is 1 of 5 establishments in a single building; and
- ▶ the waste disposed and recycling totals are only from your office/facility; then
- ▶ occupant totals should only include people associated with your office/facility.

Example 2:

- ▶ If your State office/facility is 1 of 5 establishments in a single building; and
- ▶ your office/facility totals could not be discerned from the building totals; and
- ▶ recycling and waste amounts reported represent all building occupants; then
- ▶ the occupant totals would include everyone at the building.

Total number of **MD State Employees**: _____

Total number of **Other Occupants**: _____

Total number of Occupants (add 2 above): _____

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Maryland Recycling Act (MRA) Materials

The “Contractor/Market for Material” column only needs to be completed if the information is different from the “Recycling Contractor/Market” information provided in the “Contractor/Hauler/Market Information” section, above. See also, “***” following this table.

MATERIALS	MRA MATERIALS	TONS RECYCLED*	CONTRACTOR/MARKET for MATERIAL**
GLASS	Mixed Glass		
	Fluorescent Light Tubes		
LANDSCAPING/ ORGANICS* (must be composted or mulched)	Grass, Leaves, Brush, Branches, and Mixed Yard Trimmings		
	Wood Materials		
	Other 1:		
METALS	Aluminum Cans		
	Tin/Steel Cans		
	White Goods		
	Other 2:		
PAPER	Corrugated Cardboard		
	Mixed Paper		
	Newspaper		
	Telephone Directories		
	White Paper		
	Other 3:		
PLASTIC	Mixed Plastic bottles		
OTHER MATERIALS	Commingled Containers		
	Laser Toner Cartridges		
	Lead Acid (Auto) Batteries		
	Tires [☒]		
	Electronics/Computer Equipment		
	Other 4:		

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MATERIALS	MRA MATERIALS	TONS RECYCLED*	CONTRACTOR/MARKET for MATERIAL**
	Other 5:		
	Other 6:		
TOTAL TONS MRA MATERIALS		tons	

* One ton = 2,000 pounds. See volume to weight conversion table on page 6 to help determine tonnages.

** Please remember to fill in the “Contractor/Market for Material” column where the information differs from the previous “Contractor/Hauler/Market Information” section. For materials handled on site write "in-house" in the space (**generally ONLY applicable for “Landscaping/Organics” materials**). For materials dropped off at a local recycling center please designate name and county of the Recycling Center or Drop-off.

← Recycled land**scaping** debris (**the material must be composted or mulched!**) is a MRA material and should be included in this table. Recycled land**clearing** debris is a Non-MRA material and should be included in the Non-MRA Materials table on Page 4.

☒ Only retread tires, tires used to make rubber products, tires sent to cement kilns (12% of the total weight sent), or tires used for engineering purposes are a MRA material and should be included in this table.

Non-MRA Materials

NON-MRA MATERIALS	TONS RECYCLED*	CONTRACTOR/MARKET for MATERIAL
Antifreeze		
Asphalt		
Concrete		
Construction & Demolition Debris		
Industrial Fluids (cleaning, pest, etc.)		
Land clearing Debris [←] (must be composted or mulched!)		
Motor Oil		
Scrap Automobiles		
Scrap Metal		
Sewage Sludge		
Tree Stumps		
Other 1:		
Other 2:		

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NON-MRA MATERIALS	TONS RECYCLED*	CONTRACTOR/MARKET for MATERIAL
Other 3:		
Other 4:		
Other 5:		
TOTAL TONS Non-MRA Materials	tons	

* One ton = 2,000 pounds. See volume to weight conversion table on page 6 to help determine tonnages.

← Recycled landclearing debris (composted or mulched ONLY!) is a Non-MRA material and should be included in this table.
 Recycled landscaping debris is a MRA material and should be included in the MRA Materials table on page 2.

Waste Disposed (Use ONLY 1 option of the 3 available)

Option 1 (Preferred)

Tons of waste disposed. From disposal records or actual hauling reports: _____ tons

Option 2 (Use ONLY if Option 1 is not available)

Calculate approximate tons of waste disposed. The next chart and table will help you determine the amount of solid waste **disposed** by your facility (use only if Option 1 – disposal records and tonnage reports are unavailable). Number of solid waste dumpsters used by your facility:

_____ 2 yd ³ dumpster(s)	_____ 30 yd ³ open top(s)
_____ 4 yd ³ dumpster(s)	_____ 20 yd ³ compactor(s)
_____ 6 yd ³ dumpster(s)	_____ 30 yd ³ compactor(s)
_____ 8 yd ³ dumpster(s)	_____
_____ 20 yd ³ open top(s)	_____

Use the information above to complete the following table (Page 6). If any information is unavailable, refer to the “Total Office Solid Waste Generated Formula” (Option 3) on Page 6.

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Option 2 (Use **ONLY** if Option 1 is not available) cont'd

Size of dumpster (yd³'s)	X	No. of this type of dumpster	X	Frequency of pick-up/week	X	Yd³'s to tons (.05) ratio	=	Tons/week	X	No. of weeks /year operating between Jan-Dec '05	=	Total tons of waste disposed between Jan-Dec '05
Ex.: 8	x	2	x	2	x	0.05	=	1.6	x	52	=	83.2
Compactor	x		x		x	0.15	=		x		=	
Compactor	x		x		x	0.15	=		x		=	
Compactor	x		x		x	0.15	=		x		=	
Total Solid Waste <u>Disposed</u> from Your Agency Location												tons

Option 3 (Use **ONLY** if Options 1 and 2 are not available)

TOTAL OFFICE SOLID WASTE **GENERATED** FORMULA (To be used **ONLY** when disposal records or actual tonnage reports and disposal information are not available – Options 1 & 2). Insert the total from this equation into **3** of the “*Facility Summary Table*”, below).

$$\frac{\text{No. of people}}{(No. of people)} \times \frac{240}{(No. of working days)} \times \frac{3 \approx}{(Pounds of waste/person/day)} \div \frac{2,000}{(Weight conversion)} = \frac{\text{Tonsof waste/year}}{(Tonsof waste/year)}$$

≈ Source: Average of 1992 Washington State Waste Characterization Study, 1994 Montgomery Co. Non-Residential Waste Generation Analysis, 1998 Ca. Integrated Waste Management Board Generation Rates, and EPA's 1977 Office Paper Recycling Guide.

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Facility Summary Table

1	Total MRA Recycling Materials	tons	from page 2-3 MRA table
2	Total Solid Waste Disposed [^]	tons	see note (^) below
3	Total Solid Waste Generated*	tons	See note (*) below

[^] From Options 1 or 2, above. This field will be blank if Option 3 is used to determine total waste generated.

^{*} Determined by adding Total MRA Recycling Materials (1) and Total Solid Waste Disposed (2) or by the "Total Office Solid Waste Generated Formula". If calculated from the "Total Office Solid Waste Generated Formula" on page 6 please indicate by checking here _____. If tonnage was calculated using the "Total Office Solid Waste Generated Formula", the Total Solid Waste Disposed (2) category will be blank.

How to figure your recycling rate:

$$\frac{(1) \text{ Total MRA Recycling Materials}}{(3) \text{ Total Solid Waste Generated}} \times 100 = \text{Recycling Rate}$$

Your Facility Recycling Rate = _____ %

.....
 I certify, to the best of my knowledge, that the tonnage claimed on this form is accurate and based upon actual records maintained by the Agency. These tonnage records will be made available to MDE for auditing purposes, if requested.

FACILITY RECYCLING COORDINATOR

 Signature

 Print Name and Title

 Date

PLEASE SEND THIS REPORT TO CHRISTY BUJNOVSZKY AT MDE TO THE ADDRESS ON THE FIRST PAGE OF THIS SURVEY **BY FEBRUARY 26, 2010**. *Thank you for your cooperation!!*

Volume to Weight Conversion Table

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Material	Volume	. Weight	Material	Volume	. Weight
Aluminum cans-whole	1yd ³	63 lbs.	Metal license tags*	1 tag	0.31 lbs.
Antifreeze*	1 gallon	9.8 lbs.	Mixed wood	1yd ³	372 lbs.
Asphalt*	1yd ³	1,380 lbs.	Motor oil*	1 gallon	7 lbs.
Cardboard-compacted	1yd ³	400 lbs.	Motor oil filters	1 filter	1 lb.
Cardboard-uncompacted	1yd ³	50-150 lbs.^	Newspaper-uncompacted	1yd ³	433 lbs.
Commingled containers	1yd ³	248 lbs.	Office paper-computer	1yd ³	655 lbs.
Computer CPU	1 CPU	35 lbs.	Office paper-mixed	1yd ³	435 lbs.
Computer keyboard	1 keyboard	2.5 lbs.	Paint	1 gallon	10 lbs.
Computer monitor	1 monitor	41 lbs.	Pallets	1 pallet	40 lbs.
Concrete	1yd ³	4,000 lbs.	Plastic bottles-whole	1yd ³	32 lbs.
Fluorescent light tubes	1 tube	0.83 lbs.	Scrap tires-car/truck	1 tire	21/70 lbs.
Frying grease	55 gal. drum	405 lbs.	Telephone directories	1 book	4.5 lbs.
Glass	1yd ³	600-1,400 lbs.+	Tin/steel cans-whole/flattened	1yd ³	150/850 lbs.
Industrial Fluids*	1 gallon	8.5 lbs.	White goods (large)	1 item	143 lbs.
Laser toner cartridges	1 cartridge	3 lbs.	Yard waste-compacted	1yd ³	700 lbs.
Lead acid batteries	1 battery	39-53 lbs.**	Yard waste-uncompacted	1yd ³	470 lbs.

^ Loose, unflattened cardboard weighs 50 lbs./yd³, crushed cardboard weighs closer to 150 lbs./yd³.

* Should be included as a **Non-MRA Material** on page 3.

+ 600 lbs. for whole glass, 1,400 lbs. for manually broken glass.

** 39 lbs. for a car battery, 53 lbs. for a truck battery.

Other helpful hints to determine recycling weights:

Aluminum cans: flattened 1yd³ weighs 340 lbs., uncompacted 1 full grocery bag weighs 1.5 lbs., uncompacted 1 case of 24 cans weighs 0.75 lbs., 32 cans weigh 1 lb.

Glass: 1 case of 24-8 oz. glass containers weigh 12 lbs., 24-12 oz. glass containers weigh 14 lbs., manually broken bottles in a 55-gallon drum weigh 300 lbs.

Gaylord box: approx. 1 yd³ (3'x3'x3')